



### Finance Department's Monthly Report

Department: Finance	Date Submitted: December 30, , 2016
Month: December	

#### *Last Month (Synopsis/Issues/Achievements):*

1. **Cash Disbursement function synopsis/issue/achievement**
  - a. Processed 108 purchase orders for procurement of goods and services.
  - b. Verified account codes for proper assignment of budget expenditures for 108 purchase requisitions.
  - c. Entered 108 purchase orders and invoices into vendor files.
2. **Payroll Function synopsis/issue/achievement**
  - a. Reviewed 82 payroll time sheets for accuracy.
  - b. Processed 82 city payroll checks
3. **Cash Receipt function synopsis/issue/achievement**
  - a. Prepared 46 cash receipts for all daily incoming revenues to the city.
  - b. Prepared 14 deposits for all incoming revenues
  - c. Entered 31 real estate tax payment transactions into the cash receipt journal.

#### *Current Month (Synopsis/Issues/Achievements):*

1. **Cash Disbursement function synopsis/issue/achievement**
  - a. Processed 110 purchase orders for procurement of goods and services.
  - b. Verified account codes for proper assignment of budget expenditures for 94 purchase requisitions.
  - c. Entered 110 purchase orders and invoices into vendor files.
2. **Payroll Function synopsis/issue/achievement**
  - a. Reviewed 124 payroll time sheets for accuracy.
  - b. Reviewed wage computations for 124 payroll proof checks.
  - c. Processed 124 city payroll checks.
3. **Cash**
4. **Receipt Function synopsis/issue/achievement**

- 5. Prepared 56 cash receipt for all incoming revenues to the city.**
- 6. Prepared 13 deposits for all incoming revenues.**
- 7. Entered 89 real estate tax payment transactions into the cash receipt journal.**

***Next Month (Goals/Targets)***

In addition to maintaining the achievements for functions noted above, other targeted goals and innovates for the next month are the listed below.

1. Assist the City Council in the adoption of Fiscal Plan for the year beginning July 1, 2016 and ending June 30, 2017...
2. Evaluating the following services
  - a. Payroll services
  - b. Treasury Management
  - c. E payments.
  - d. Life Insurance and Health Insurance
  - e. Payroll system
  - f. Health Insurance
  - g. Smart Cities Vendor
3. Working with the Financial Advisor or Planner to finalize the power point presentation on Budgeting For Outcomes.
4. Assisting the Grant Writer in executing the documents for the Maryland Loan Program